



**CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL**

Matthew G. Bevin
Governor

Division of Regulated Child Care
275 E. Main Street, 5 E-F
Frankfort, Kentucky 40621-0001
(502) 564-7962
Fax: (502) 564-9350
<http://chfs.ky.gov/os/oig>

Scott W. Brinkman
Acting Secretary

Steven D. Davis
Inspector General

Re: Annual Re-approval and Renewal of Certification

Dear Kentucky Licensed and Certified Child Care Providers:

Kentucky child care administrative regulation 922 KAR 2:090, child-care center licensure, states in section 8 "Annual Re-approval" a licensee seeking re-approval of a regular license must submit, **one (1) month prior to license expiration**, a **completed** "Child-Care Center License Application."

For renewal of certification for a family child-care home, 922 KAR 2:100 Certification of family child-care home child care regulation states in section 3, Renewal of certification; a family child-care certification shall be renewed every two (2) years and a family child-care home provider must submit **one (1) month prior to expiration** of the provider's certification a **completed** "Certification Application for a Family Child-Care Home."

Licensed child-care reapproval applications and family child-care home certification applications must be submitted:

- **One (1) month prior to expiration, and**
- **On a completed "Child-Care Center License Application" or a completed "Certification Application for Family Child-Care Home" with required documentation.**

Incomplete applications will result in the delay of the annual re-approval or renewal of the certification process and may result in the expiration of the license or certificate. Late applications will result in the expiration of the license or certificate and may result in a non-payment for providers participating in the Child Care Assistance Program. In the event that the license or certificate expires, the provider will be required to contact their Child Care Aware Technical Assistance Coordinator to initiate the initial licensure or certification application process.

If assistance is needed in completing the annual re-approval or renewal of certification applications, please contact your assigned compliance analyst in our office. A map is provided below for contact information.